

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services
 FROM : Chief, Records Management & Distribution Branch
 SUBJECT: **Weekly** Report of Operations for the period ending
3 September 1953

A. Personnel On Duty Vacancies In Process

| | | | |
|----------------------|--|---|----|
| Office of Chief | | 0 | 1 |
| Rcds. Mgt. Section | | 0 | 9 |
| Rcds. Center Section | | 0 | 0 |
| Mail Control Section | | 1 | 29 |
| | | | 39 |

25X1

1. No. on leave three days or more:

| | |
|-----------------------|---|
| Records Mgt. Section- | 3 |
| Mail Control Section- | 7 |
| Records Center Sec.- | 0 |

2. No. on special detail out of office 1. How long?

| | |
|-------------------------|---|
| Records Mgt. Section- | 0 |
| Records Center Section- | 0 |
| Mail Control Section- | 1 |

3. Where: **One man in Transportation Division as full time courier.**

4. No. pending resignation, transfer and/or reassignment:

| | |
|-----------------------------|------|
| Records Management Section- | 0 |
| Records Center | - 4 |
| Mail Control | - 15 |

5. Specific cases on item 4 not in previous reports. _____

6. New applicants interviewed —. Recruited by Personnel —.
 Recruited by this office —.

CONFIDENTIAL

Security Information

B. Administration and Problems:

Records Management Section - In the past week, the Agency filing system was installed in the Printing and Reproduction Division and approximately 50 cu. ft. of material was disposed of. 16 ft. of these records will be forwarded for storage in the Records Center and the remainder will be destroyed.

A tentative curriculum, a schedule and bulletin announcing the vital materials training program at the Repository for the Area Records Officers has been prepared. However, considerable additional work is going to be necessary.

Records Center Section - Services of three laborers, with the proper clearances, have been obtained to help in sorting and inventorying the JANIS material. It is anticipated that this job will be completed within the next week.

Mail Control Section - In spite of instructions to keep the rear gate of the mail trucks locked except at certain specified stations, there has been continued laxity on the part of the couriers to observe this rule. It has therefore become necessary to insist that the gate be locked and the key remain at "Q" Building, which will permit use of the rear gate for loading and unloading only at the Central Mail Room.

We are tentatively considering assignment of certain senior couriers as truck captains, in which case it may be possible to assign them the key and responsibility for seeing that the gates remain locked.

011050100

CONFIDENTIAL

Security Information

CONFIDENTIAL

Security Information

Average Week
Last Fiscal Year

This Week

| | | |
|--|----------|----------|
| 1. Microfilming | | |
| Images Filmed - Rotary Camera | 1,780 | 18,697 |
| Flat-bed Camera | 9,847 | 9,735 |
| 2. Records Center - (all figures in cubic feet) | | |
| Records received for processing and storage | 1 | - |
| Reference to records material | 62 | 178 |
| Records material destroyed | - | - |
| 3. Supplemental Distribution Center | | |
| a. New material for stock: | | |
| Information reports | 513 | 624 |
| Intelligence reports | 39 | 145 |
| b. Supplemental Distribution: | | |
| Information reports | 228 | 306 |
| Intelligence reports | 345 | 191 |
| Notices | 15 | 32 |
| Regulations | 11 | 144 |
| Others | - | 9 |
| c. Initial Distribution: | | |
| Notices | 1 | 3 |
| Regulations | 1 | 1.7 |
| Others | - | .5 |
| 4. Mail Activities | | |
| a. Post Office Mail | | |
| Incoming | 5,413 | 5,064 |
| Outgoing | 5,972 | 6,537 |
| b. Postage expended | \$676.34 | \$800.12 |
| c. Scheduled courier trips | 235 | 240 |
| d. Special courier trips | 90 | 55.3 |
| e. Inter-agency mail by courier | | |
| Incoming | 846 | 956 |
| Outgoing | 1,222 | 1,313 |
| f. Personnel actions: | | |
| Recruitments | - | - |
| Separations | - | - |
| g. Use of Motor Pool Vehicles | | |
| Available | 6 | - |
| Available but delayed | 2 | - |
| Not available | 3 | - |

CONFIDENTIAL

Security Information